

PARLIAMENT PARTY ZONE TEAM TRAINING

SUPERVISOR RESPONSIBILITIES

In addition to the general team responsibilities, supervisors are also responsible for:

- Scheduling team members
 - Daytime retail and nighttime club appearances
- Team vehicles:
 - Mustangs: Oil change after 3,000 miles. Only supervisor may drive and provide parking.
 - Cargo Vans: Supervisor responsibility. May sign other samplers on and provide parking
- Coordinating daily/nightly promotional set-up and clean-up
- Problem solving
 - Field any questions/concerns from retailers, club managers, patrons, etc.
 - Refer all media questions to Philip Morris (Media Referral Card)
- Merchandise management
 - Oversee warehouse/locks
 - Team uniforms (at home)
 - Transport materials to each promotion (via cargo van)
 - Communication with GMR Warehouse in Milwaukee
 - Utilize Club Merchandise & Retail Incentive Reconciliation Forms
- Reporting
 - Schedules (with TLW) --Sign-In Sheet (Hand-out) --Sample/Survey Card Count Form (Hand-out)
 - Expense tracking --Completed Surveys Sheet (Hand-Out) --Club/Retail Reconciliation Forms (Hand-out)
- Communications
 - Cell Phones, Beepers, 1-800-382-6187 (GMR Direct)

Part of
training
packet given
to all supervisors
and samplers.

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PARLIAMENT PARTY ZONE TEAM TRAINING

ADMINISTRATIVE REQUIREMENTS

- Warehouse/Inventory
 - Three shipments (tentative arrival dates):
 1. May 24/June 13
 2. June 29
 3. August 3
 - Responsible for:
 - Receipt
 - Inventory
 - Justification
- Sample tracking
 - Sample on-site tracking
 - Weekly tally count
 - One pack per sampled consumer
 - Do not give out cartons to retailers
- Surveys
 - Club vs. Retail (Samples)
 - Consumer must fill out surveys completely (Permanent address...not share)
 - Consumer must check "Yes" where asked if they are a smoker
 - Supervisor must mail survey cards WEEKLY to the following addresses:

Club Survey Cards

Customer Survey Technologies
4280 Spring Valley Rd.
Dallas, TX 75244-3616
Attention: Mr. C. Deniger
Fed. Ex. labels provided

Retail Survey Cards

Players Computer
20 Constance Court
Hauppauge, N.Y. 11788
Attention: Christian Kropac

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09/28/94

14:01

FAX 414 786 0697

GMR MARKETING

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PARLIAMENT PARTY ZONE TEAM TRAINING

ADMINISTRATIVE REQUIREMENTS

- **Scheduling**

- TLW to create weekly sampler schedules in conjunction with supervisor

- Calendar of events (Hand-out)

- Typical week-end hours:

- Thursday: 8PM - Midnight

- Friday: 8PM - Midnight

- Saturday: Noon - 4PM

- 8PM - Midnight

- Sunday: Noon - 4PM

- Holiday week-end hours:

- Friday: 8PM - Midnight

- Saturday: 8PM - Midnight

- Sunday: Noon - 4PM

- 8PM - Midnight

- Monday: Noon - 4PM

NOTE: Thursday night 8PM - Midnight during Memorial week-end only.

- **Vehicles**

- Ford Mustang: May only be driven by supervisor who is responsible for parking, mileage tracking, and an oil change every 3,000 miles.

- Cargo Van: Supervisor to acquire, designate driving samplers, designate parking and ensure van availability for merchandise transportation from warehouse to promotions.

- **Reporting Summary:**

- Sign-In Sheet (Supervisors & Samplers)

- Completed Surveys Sheet (Supervisor & Samplers)

- Sample/Survey Card Count Form (Supervisor)

- Club Merchandise Reconciliation Form (Supervisor)

- Retail Incentive Reconciliation Form (Supervisor)

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